

COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE  
PERSONNEL PROCEDURES

HHO  
COLLEGE

Health Sciences  
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

**FORMAT:** Please use a complete copy of your existing procedures as the starting point for your proposed revisions and submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and underline any text that you wish to have added to your written procedures.

RECEIVED  
DEC 15 2011

Calif. State University, Northridge  
Office of Faculty Affairs

**BACKGROUND INFORMATION:**

- Are proposed changes those of College ☐ or Department ☒ procedures? (check one)
- Date that current proposed changes were sent forward November 7, 2011 \*
- Department or College initiating proposed changes Health Sciences
- Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous").  
#1 move sections III.B.2.b and III.B.2.a switch sequence  
#2 Add clarification to new III.B.2.d by adding additional sentences  
#3 Add new examples as sections III.B.2.b.vii and viii
- The proposed changes have been approved by the faculty of the College ☐ or Department ☒ (check one)

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

Brian Malec 12/5/11  
Chair, Department Personnel Committee Date  
Anthony Schubert 12-7-11  
Department Chair Date

**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

Roger Munsell 12-12-11  
Chair, College Personnel Committee Date  
John Alotaibi 12/13/11  
College Dean Date  
Clayton Lo 5-16-12  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)

5/12  
Approval Date

F12  
F15 (change in criteria) 2016-2017  
Effective Date (see attached) Date of Next Review

\* An earlier proposed set of revisions dated Oct 27, 2011, are also attached. Jm

# DEPARTMENT OF HEALTH SCIENCES PERSONNEL POLICIES & PROCEDURES

Revised May 2011  
Revised December 2011

## I. Required Statement of Procedures

### A. Procedures for Class Visits

1. Class visits (see Peer Review of Teaching Form). The Department Personnel Committee and Department Chair, in consultation with the candidates, will determine mutually agreeable dates for class visits. Two members of the Department Personnel Committee shall visit all faculty members under consideration for retention, tenure and promotion in their classes at least once. Additionally the Department of Health Sciences Chair will make one class visit.
2. Candidates may request an additional visit by a member of the Department Personnel Committee or designee.
3. Class visits shall begin during the first year of a tenure-track faculty appointment.

### B. Procedures for collecting, processing, and interpreting written student evaluations of teaching effectiveness.

1. The student evaluation of instruction instrument for either in-class evaluations or totally-online course evaluations adopted by the Department is to be administered for all probationary faculty in the fall and spring. Tenured faculty shall have at least 2 classes evaluated each year. Tenured faculty who elect to be evaluated in the spring semester will notify the department.
2. Student evaluation of instruction summaries and comments are to be placed in each candidate's Personnel Action File in addition to other sources of information pertaining to the candidate's teaching effectiveness as allowed by Section 600.
3. The department will administer the approved student evaluation of instruction instrument (Appendix A) for totally online coursework through an electronic medium which will maintain student anonymity. Summaries will be distributed to faculty in the same manner as in class evaluations.



## II. Procedures for providing students the opportunity for consultation.

- A. Notices are posted on all Department bulletin boards, the Department's Web page, in classrooms and by other appropriate methods of communication, advising students of the day, the hour and the location that they may consult with the Department Personnel Committee about faculty members being considered in the retention, promotion, and tenure process.
- B. Students are encouraged to make an appointment with the Department Personnel Committee Chair as described in posted announcements.
- C. Student consultations with members of the Department Personnel Committee may be conducted at a location other than the department complex.
- D. Written and oral statements from students regarding faculty shall be handled in accordance with Section 600 of the Administrative Manual.
- E. Faculty members have the right to review and respond to written statements in accordance with Section 600 of the Administrative Manual.

## III. Additional Department Procedures

- A. Other sources of faculty evaluation:
  - 1. Course outlines, exams, and reading lists are required elements of the candidates PIF. If such material is not included in the PIF the Chair or Department Personnel Committee shall request it.
  - 2. The Department Personnel Committee will solicit input of Program Directors and other faculty members for consideration in accordance with the provisions of Section 600 of the Administrative Manual.
- B. Contributions to the Field of Study
  - 1. Publication and Equivalency Requirements

The following shall be acceptable evidence of publication:

    - a. Articles published in refereed professional or other scholarly journals, or a letter of acceptance from a scholarly journal with a draft of the submitted article.
    - b. Published scholarly books or equivalencies that have not been self-published.
    - c. In items listed above a dual-author shall receive the same credit for an item as does a single author. In the case of three or more authors, the Personnel Committee shall require supporting documentation and verification letters to seek information from the faculty under review and the other authors to determine appropriate author credit.

2. Equivalencies to Publication
  - a. For purposes of determining “Equivalency to Publication,” determination of equivalencies requires peer review and peer review shall be consistent with the following guidelines. Substantial contribution by the author to the equivalencies is required. If more than one contributor, contribution must be documented.
    - i. The term “peer” refers to individuals outside of CSUN who have demonstrated competency in the subject area of the material to be reviewed.
    - ii. Peer Review of equivalencies will use the following:
      - (1) A three-person external peer review team will be jointly selected by the candidate and the Department Personnel Committee.
      - (2.) One reviewer will be chosen by the candidate, one by the Department Personnel Committee and one jointly selected.
      - (3.) If the candidate and the Department Personnel committee cannot agree on a third member, the Department Chair will make the final decision on the third member of the peer review committee.
  - b. Examples of equivalency to scholarly publications:
    - i. International, national or state association position statements or papers when officially accepted and published by an international, national or state professional organization.
    - ii. Chapters in published books or monographs that have not been self-published.
    - iii. Anthologies and professional study reports, when they are published.
    - iv. Media presentations accepted for education/commercial use (e.g., videotapes, CD-ROM, TV material) when subjected to external peer review.
    - v. Instruction manuals designed to complement a text and when accepted for publication and subjected to external peer review.
    - vi. Equipment items, or programs created and accepted for commercial use and subject to external peer review. (Historically these items have included video tapes on Public Health programs and textbooks on environmental health topics used by Health Departments.)
    - vii. External grant submitted and approved for funding and subject to external peer review
    - viii. Principal author to an accreditation or certification self-study and subject to external peer review



3. Publication requirement for promotion to Professor  
Consideration for advancement to the rank of Professor requires a pattern of scholarly activity since the last promotion that includes at least two publications or equivalencies to publication.

C. Clarification of Terms

1. Reviews of books and monographs, and editorial service for a professional/scholarly journal are not considered as publications or equivalencies to publication. These activities should be listed under professional contributions.
2. A pattern of scholarly activity that includes publication or equivalencies, as defined in above and in Section 600 of the Administrative Manual, is required for advancement to the rank of Associate Professor. This pattern of scholarly activity refers to publication or equivalencies since appointment to the rank of Assistant Professor.
3. A pattern of scholarly activity that includes a dissemination of professional information through presentations and professional communications will be considered in accordance with Section 600.
4. Substantive revisions of previously published materials may be counted with appropriate documentation. Substantive changes to a previous publication means that at least 50% of the document has been revised by the candidate.

D. Additional promotion criteria "Service to the University"

1. Clarification of the term "Community Service." Community Service involves contributions of unpaid "services" to community agencies and professional organizations, which draw upon the academic expertise and professional competence of the candidate.
2. Clarification of the Term "Effective Participation". Effective Participation should be documented by the candidate to reflect elements such as: the nature of the committee assignment, the expenditure of time, the nature of the contribution made by the candidate and the significance of this involvement as it contributes to the good of the university.

IV. Membership & Election of Department Committees

- A. The Department Personnel Committee shall consist of a three-person committee containing a minimum of two Full Professors elected by all department tenured and tenure-track faculty with a ballot which contains all eligible tenured Associate and Full Professors. The previous year's Department Personnel Committee will count the ballots. The highest scores in each rank will determine the Department Personnel Committee.

- B. The Professional Leave Committee shall be elected separately and shall consist of a three-person committee elected by all department tenured and tenure-track faculty with a ballot which contains all eligible tenured Associate Professors and Professors. The Department Personnel Committee will count the ballots. The three highest scores will determine the Department Sabbatical Committee. Faculty may be members of both the Personnel and the Sabbatical committees if so elected by faculty.

#### V. Miscellaneous Policies and Procedures

- A. The focus of the Department Personnel Committee will be one of mentoring by senior faculty up until the PIFs are submitted at which time a peer review evaluation will be the focus. This mentoring will include but not be limited to the development of the faculty's PIF (Professional Information File), classroom visit review, selection of pertinent materials for review and general information about the process of peer review.

**COVER SHEET FOR REVIEW OF DEPARTMENT/COLLEGE PERSONNEL PROCEDURES  
RELATED TO STUDENT EVALUATIONS OF TEACHING EFFECTIVENESS**

HHD

**COLLEGE**

HSCI

**DEPARTMENT**

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of your current or proposed changes to personnel procedures related to evaluation of teaching effectiveness, please adhere to the format described below. Attach this memo as a cover sheet for any written material you submit to PP&R. Be sure to review your current procedures to assure they are consistent with Section 612.5.2.c.(2)(b) of the *Administrative Manual*.

**BACKGROUND INFORMATION:**

1. The submitted policies are those of the College ☐ or the Department **X** (check one)
2. Is the Department/College proposing changes to the current policies related to student evaluations of teaching effectiveness? **Yes X** No ☐
  - 2A. If not, simply state, "The Department will follow its current procedures related to student evaluations of teaching effectiveness."
  - 2B. If you are changing your current policy, state the proposed new policy in the space provided. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures. If you wish to follow Section 600, you may simply state, "The Department/College will follow Section 600 policies related to student evaluations of teaching effectiveness."

Attach extra pages if needed.

Revision to Section B Procedures for collecting, processing, and interpreting written student evaluations for teaching effectiveness Section 1.

1. The student evaluation of instruction instrument for either in-class evaluations or totally-online course evaluations adopted by the Department is to be administered for all probationary faculty in the fall and spring. Probationary faculty shall have at least 2 classes evaluated each semester. Tenured faculty shall have at least 2 classes evaluated each year. Tenured faculty who elect to be evaluated in the spring semester will notify the department.
3. If there are changes, the proposed changes have been approved by the faculty of the College ☐ Department **X** (check one)

**FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)**

*Brian M. Lee*

Chair, Department Personnel Committee

12/03/12

Date

*Antonio M. Suelto*

Department Chair

12-4-12

Date

**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

*Louie R. Santos*

Chair, College Personnel Committee

12-4-12

Date

*William A. H. H.*

College Dean

12-4-12

Date

*Clayton L.*

Chair, Personnel Planning and Review Committee

12-20-12

Date

**RECEIVED**

DEC 04 2012

Calif. State University, Northridge  
Office of Faculty Affairs